



Plans Review Technician

Department: Planning

Class Code: 2431

EEO Code: 25

FLSA: N

Effective: 01/10/1992

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of considerable difficulty in reviewing residential building plans to verify compliance with the Uniform Statewide Building Code; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Reviews residential building plans to verify conformance with Uniform Statewide Building Code; performs structural analysis of building plans as needed; reviews plans for small commercial projects as directed by supervisor; discusses plans review comments with contractors, architects and engineers; answers questions in person and over phone concerning code requirements and plans review process; assists inspectors as needed to verify compliance with Building Code regulations and in determining whether structure is adequate to support imposed loads; enters and updates records of reviewed plans in computer; files and maintains updated records of duplicate plans file; reviews commercial projects estimated costs for accuracy; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the Virginia Uniform Statewide Building Code and its administrative requirements; of building construction, materials and techniques; good knowledge of basic architectural and engineering practices. Considerable skill in communicating with the public, architects, engineers, developers and contractors in both a courteous, professional and effective manner; working skill in operating computer.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for an associate's degree in engineering or construction and three years of code compliance experience; or an equivalent combination of training and experience. Must be certified by the Virginia Department of Housing and Community Development in building Plan Review, within one year of employment.

ADDITIONAL REQUIREMENTS:

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.